

US Bankruptcy Court for the Middle District of Pennsylvania  
**CM/ECF Release 4.1 and 4.2 for External Users**

Rev. 28Oct11

## ***Introduction***

This document summarizes the changes you will notice when CM/ECF has been updated to Release 4.1 and 4.2. The titles in **red** indicate what differences you will see based upon the type of user you are.

## ***Internet Browsers - ALL USERS***

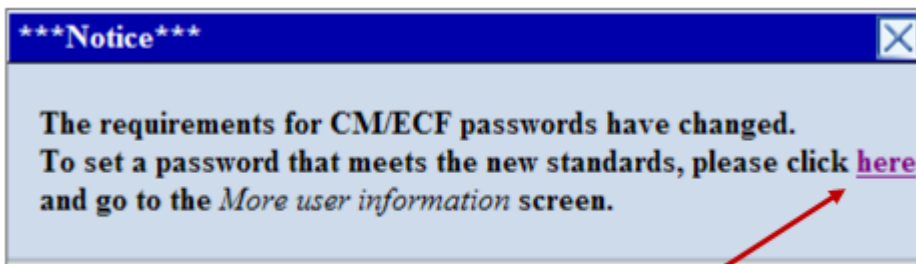
Release 4.1 and 4.2 were tested and work correctly with Firefox 3.5, and Internet Explorer 7 and 8. Mozilla Firefox 2 and Internet Explorer 6 are **no longer supported**.

## ***Password Security - ALL USERS***

Password security has been improved. All CM/ECF passwords must be a minimum of 8 characters, and must include both upper- and lower-case alphabetic characters and at least one digit or special character [e.g., 0-9, @, #, \$, %, &, \*, +, :].

Additionally, after five invalid login attempts, your account is locked out for a five-minute waiting period. Each subsequent invalid entry increases the resulting lockout period.

The **first time you log in**, you will see the following message if you are able to maintain your own account; if not, a similar message will appear:



Click the link within the message to change your password.

## Maintain Your ECF Account (E-Mail Notification) – ALL USERS

The Notice of Electronic Filing has been improved. You will be prompted to enter your primary and secondary email addresses twice; the address is not saved until the fields match.

**NOTE - \*\*Limited Creditor Users now have the option to receive email notification of filings\*\***

## Secondary Email Addresses – ALL USERS

After the upgrade, you now need to enter your primary and secondary email addresses twice for validation purposes. If you wish to have more than one secondary email address you must separate the addresses by commas. In the past you were allowed to enter them on multiple lines but this is no longer permitted. Please see the screenshot below.

## Adversary Case Opening – ATTORNEYS

Previously, an attorney opening an adversary proceeding was able to add the defendant's attorney to the case while adding the defendant. Now, the *Attorney* opening the adversary will not be able to add the attorney for the defendant.

## Claims - ALL USERS

### Claim Filing – Proof of Claim

- The Proof of Claim entry screen text and formatting have been modified to match the B10 form. As such, the amount claimed and amount allowed totals are no longer automatically calculated. Instead, the “Amount claimed” and “Amount allowed” fields constitute the totals of the various amounts claimed and allowed; the user enters the totals in these fields. A message has been added to remind users to enter the claim value.
- Proof of Claim notices/receipts previously did not show the types of claim amounts requested. Now the amounts provided are as follows: Amount Claimed, Amount Secured, and Amount Priority.
- The “*File another claim*” hyperlink was previously displayed at the bottom of the Proof of Claim receipt. Now the hyperlink has been moved to the top of the receipt for easier access.

### Claims Activity

- For any closed case, the case closed date is displayed next to the case number on the report output.
- Previously, when a claim was transferred via a Transfer Agreement, the filer to whom the claim was transferred was listed as the filer of the original claim. This was incorrect, and inconsistent with the information displayed on the Claims Register. Now the original filer name is displayed for the original claim, and the filer to whom the claim was transferred is listed for subsequent claim actions.

### Claims Register

- Previously, the “Entered by” field displayed the original filer, even if a more recent claim amendment or part was entered by a different user. Now the “Entered by” field displays the filer of the most recent claim record.

## Noticing – ALL USERS

- The BNC Certificate of Notice now includes all entities selected as form recipients who received a Notice of Electronic filing through CM/ECF, along with the date of electronic notification and the entity’s name and email address.
- BNC bypass notices of undeliverable addresses, presently sent through the U.S. Mail to debtor’s counsel, will now be electronically sent to debtor’s counsel using the email address that is recorded in CM/ECF for the debtor’s attorney.
- The title of the PDF Certificate has been changed to “Imaged Certificate of Notice” rather than “Imaged Certificate of Service”.
- The BNC will begin sending the **debtor’s attorney** an email containing a secure hyperlink to the 341 notice in place of printing and sending the notice via the United States Postal Service.

**Query - ALL USERS**

- When a name search is made, additional information is now displayed on the results page to allow a user to select the correct case.
- For each name result, a row of information is displayed for each case in which that person is involved.

Select a Case						
There were 3 matching persons.						
There were 7 matching cases.						
Name	Case No.	Case Title	Chapter / Lead BK case	Date Filed	Party Role	Date Closed
Jacobs, Lisa (pty) (4 cases)	<a href="#">1:11-ap-00005</a>	The Internal Revenue Service v. Jacobs	Lead BK: 1:11-bk-00111-MDF Lisa Jacobs	03/17/11	Defendant	N / A
	<a href="#">1:11-ap-00006-MDF</a>	Commerce Bank v. Jacobs	Lead BK: 1:11-bk-00111-MDF Lisa Jacobs	03/21/11	Defendant	N / A
	<a href="#">1:11-ap-00008-MDF</a>	Smith v. Jacobs	Lead BK: 1:11-bk-00111-MDF Lisa Jacobs	03/22/11	Defendant	N / A
	<a href="#">1:11-bk-00111-MDF</a>	Lisa Jacobs	7	03/17/11	Debtor	N / A
Jacobs, Lisa (pty) (2 cases)	<a href="#">5:05-ap-50200-JJT</a>	Jacobs et al v. IRS	Lead BK: 5:05-bk-50425-JJT Jacob Jacobs and Lisa Jacobs	11/04/05	Plaintiff	N / A
	<a href="#">5:05-bk-50425-JJT</a>	Jacob Jacobs and Lisa Jacobs	13	11/04/05	Joint Debtor	N / A
Jacobs, Lisa M. (pty) (1 case)	<a href="#">5:05-bk-50302-JJT</a>	Frank R. Jacobs and Lisa M. Jacobs	13	06/17/05	Joint Debtor	N / A

**Miscellaneous – ‘Enter’ Key Function – ALL USERS**

If you wish to use the keyboard rather than the mouse, pressing the **Enter** key now gives the same result as clicking the button that submits the screen. Pressing the space bar also works if the focus is on the button that submits the screen. This key action was previously available on a number of screens throughout the application, but has been enhanced to be available on all screens.

**Docketing – Display and Selection of County Codes – ALL USERS**

Previously only counties in Pennsylvania displayed throughout the application. Now on party information screens, all U.S. counties are available for selection. The county list automatically displays all counties in the state associated with the party's address. The county format throughout the application has changed to include the two-letter state abbreviation (ex. DAUPHIN-PA).

**Reports – ALL USERS****Docket Activity**

- The report is now limited to a range of 31 days. This prevents internet users from unintentionally requesting a large data set, which would result in an unnecessarily large PACER fee.
- Previously the check box “Only cases to which I am linked” displayed only for attorneys. It is now displayed for trustees and US Trustee users too.

## Docket Report

- The county of residence is now displayed along with the address information on the report output for debtors and joint debtors.
- The “Show Associated Cases” link will now only appear when the case being viewed has an active association.

## Cases Report

- An option to filter the report by attorney name or Bar ID now appears on the selection screen. When a name is entered, a list of matching attorney names is displayed, of which you may select one or more. Check boxes allow you to search for attorneys by party role: debtors, plaintiffs, defendants, creditors, or all. Alternatively, you can choose to view only cases with pro se filers.

**Cases Report**

**Warning: you will be billed for the total number of pages (this report is not subject to the 30-pa**

Office: Harrisburg Williamsport Case Type: ap bk Chapter: 7 9

Trustee: \*\* No Trustee Appointed Yet \*\* Angelos, Stephanie

**Attorney**

Last name: Miller First name: Bar ID: Search

**Attorneys for:**

☐ Debtors ☐ Plaintiffs ☐ Defendants ☐ Creditors ☒ All

**Found, click to select**

Miller, Alan B  
Miller, J Gregg (Bar Id: 04527)  
Miller, Kathleen M (Bar Id: 61756)  
Miller, Larry L (Bar Id: 28122)

**Selected, click to remove**

Miller, Debbie

Date Type: Filed date From: 9/28/2011 to: 9/28/2011

☒ Open cases ☐ Closed cases

Sort by: Filed Date

☐ Party information ☒ Pro se cases only

- The report is now limited to a range of 31 days. This prevents internet users from unintentionally requesting a large data set, which would result in an unnecessarily large PACER fee.
- For users who do not have access to sealed cases, limited sealed case information is displayed on the Cases report. This report displays the case number, entered and filed dates, office, and generic case title text according to case type: “SEALED” for bankruptcy cases, “SEALED v. SEALED” for adversary and miscellaneous proceedings. Note that the fields displayed are the only fields by which sealed cases may be filtered; if other search filters are used (e.g., chapter, judge), those filters will not affect which sealed cases appear on the report.

**FEES/PAYMENTS DUE – ALL USERS****Internet Payments Due**

- Previously, when an internet payment was made, all fees incurred up to the time of payment had to be paid at once. Now you may choose to pay some or all of the fees in a given transaction.
- To avoid problems with pop-up blockers among various browsers, the pop-up window previously generated by a pay.gov transaction is now displayed as a panel. This panel appears as a part of the original application window, so it is not affected by pop-up blocker settings.
- On the “Internet Payments Due” screen, all outstanding fees are displayed, along with a check box for each fee. Users need to click the “Select all” button or check the boxes next to the individual fees they would like to pay in their transaction before clicking the *Next* button.

**Internet Payments Due**

Select all

Check Fees to Pay	Date Incurred	Description	Amount
<input type="checkbox"/>	2008-07-22 08:29:23	Voluntary Petition (Chapter 7)(08-10079-7) [caseupld,1027u] ( 200.00)	\$ 200.00
<input type="checkbox"/>	2008-07-25 12:25:50	Voluntary Petition (Chapter 7)(08-10082-7) [caseupld,1027u] ( 200.00)	\$ 200.00
<input type="checkbox"/>	2009-08-31 09:33:34	Voluntary Petition (Chapter 7)(09-01092) [misc,volp7a] ( 200.00)	\$ 200.00

Next Clear

**Tracking Filing Fee Balance – ALL USERS**


- In previous releases, there was no way to track the balance due when a filing fee was paid in installments. Now, for pending cases, the outstanding filing fee balance is tracked in CM/ECF.
- A new “Filing Fee” selection is available from the main Query output screen. For bankruptcy cases, this option displays a screen listing the filing fee amount, details on any payments that have been made, and the outstanding balance due. An additional section displays any related adversary proceedings with deferred filing fees.
- For adversary and miscellaneous proceedings, the “Filing Fee” query displays the case opening fee and the balance due (if the filing fee was deferred).

## RSS Feed Technology - **ALL USERS**

We now offer an RSS feed with links to docket sheets and documents. A standard RSS reader is not provided with CM/ECF, but the software supports the readers included with the standard supported browsers. For each activated type, an entry is made to the RSS feed every time a docket entry is made. Clicking on the link displays brief details of recent events in the case, along with a list of event types that have been activated by the court.

**Middle District of Pennsylvania - TRAIN - Recent Entries**

**You are viewing a feed that contains frequently updated content.**  
 When you subscribe to a feed, it is added to the Common Feed List.  
 Updated information from the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs.  
[Learn more about feeds.](#)

 [Subscribe to this feed](#)

Displaying 1 / 1

• All 1

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**Sort by:**

▼ Date

Title

**1:10-bk-00025- A. Bald PAMB Eagle**

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Today, April 07, 2011, 1 hour ago →

Type: bk Office: 1 Chapter: 13 Trustee: McHugh, Tr. M [Modify Plan] [\(61\)](#)

### Utilities – RSS Feeds

- To access the RSS Feed option, log into CM/ECF on the menu bar, click on Utilities and you will see a link to RSS Feeds under the Your Account section. At any given time, the feed displays all entries meeting the court's criteria (listed at the top of the RSS feed output) that have been docketed within the last 12 hours.
- You may click on the case number to view the docket sheet and click on the document number to view the related document. All information accessed in this manner is subject to standard PACER fees and is displayed only if you have permissions to view the information. There is no fee for the initial RSS feed report.

## Trustee's 341 Filings – **CHAPTER 7 PANEL TRUSTEES**

The Trustee's 341 Filings module has been enhanced to allow multiple 341 meetings to be continued simultaneously and to provide the ability to sort the cases set for the selected meeting date by time.

ECF

 Bankruptcy ▾ Adversary ▾ Query Reports ▾

**Trustee's 341 Filings**

Date   ☐ Continue multiple 341 meetings

Sort by

A new “Additional docket text” field allows the trustee to add information to the end of the docket entry text. There are also new radio buttons to add the text “Debtor appeared”, “Debtor absent from required meeting” or “No text” regarding the debtor’s attendance to the end of the docket entry text.

If the new “Continue multiple 341 meetings” box is checked, a new screen is displayed listing all of the cases for which the trustee has 341 meetings scheduled for that selected day. The trustee can continue some or all of the cases to the same future 341 meeting date, time and location.

### Sample of NEW 341 Meetings Results Screen

Case Number	No Action	Report of No Distribution (NDR)	Meeting Held	Continue To
1:11-bk-00055-MDF Mickey Mouse	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1:11-bk-00062-RNO Ryan Reynolds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Sample of NEW screen when “Continued Multiple 341 Meetings” box is checked

Case	Time	Location
1:11-bk-00055-MDF Mickey Mouse	08:30 AM	Federal Bldg, Trustee Hearing Rm, Rm 1160, 11th Fl, 228 Walnut St, Harrisburg, PA
1:11-bk-00062-RNO Ryan Reynolds	08:30 AM	Federal Bldg, Trustee Hearing Rm, Rm 1160, 11th Fl, 228 Walnut St, Harrisburg, PA
1:11-bk-00064-MDF Todd Joiner	08:30 AM	Federal Bldg, Trustee Hearing Rm, Rm 1160, 11th Fl, 228 Walnut St, Harrisburg, PA
1:11-bk-00078-MDF Danity Kane	08:30 AM	Federal Bldg, Trustee Hearing Rm, Rm 1160, 11th Fl, 228 Walnut St, Harrisburg, PA



## Filing Agents – ATTORNEYS

Some attorneys use paralegals to assist in filing. Previously, there was no way to link multiple accounts to the same attorney, thereby allowing paralegals to docket on behalf of the attorney. Now, a new user type is available, called “Filing Agent”. An attorney may link to several filing agents so that when an agent files on behalf of the attorney, the docket text shows the attorney name.

### Filing as an Agent

When an agent logs into the application, the access permissions available are dependent on the filer for whom the agent is docketing. Once the appropriate filer is selected, the permissions that filer has granted to the agent remain in place unless and until the agent selects another filer. Note that because an agent may with multiple filers, agents are not permitted to associate a default PACER login with their user accounts.

### Selecting a Filer

If an agent works for only one filer, the agent’s transactions are always made on behalf of that filer. However, if a filing agent works for more than one filer, the agent must select the desired filer from a drop-down list upon logging into the application. The selection made upon login can be changed at any time without logging out, as described below.

### Changing Filers

When an agent is logged in on behalf of an associated filer, the name of the filer is displayed on the menu bar to avoid confusion:



If the filing agent is associated with more than one attorney, a *Change user* button appears on the menu bar; this button displays a list of all possible filers; clicking a name changes the user.

### Filing Output and Display

In an entry filed by an agent, the docket text and all associated information indicate that the entry was filed by the filer himself; no indication is made that it was filed by an agent. However, this information is logged and available to court users and filers with agents. Throughout most of the application, the agent’s name does not appear; the exceptions are the System Transactions Report for court users and the Transaction Log for the filer.

### Transaction Log

For a filer with one or more associated agents, a new “User” filter now appears on the Transaction Log report. This filter lists the filer’s name, as well as the names of all associated agents for that filer. By selecting all names listed, the filer can view all transactions logged in his name, either by the filer himself or by one of his agents. An additional “Filing agent” sort option appears when filing agents are present. If more than one name is selected from the list, entries made by agents include the agent’s name in the “Id” column.

A screenshot of the 'View Transaction Log' form. The form has a yellow background. At the top, it says 'View Transaction Log' in blue. Below that, there are two date pickers: 'Entered between' with a date of '1/1/1996' and 'and' with a date of '8/24/2009'. Below the dates is a 'User' dropdown menu with a list of names: 'Schwartz, Angela' and 'Davis, Amelia Jane'. Below the names is a note: '(D) indicates a deactivated filing agent'. Below the note is a 'Sort by' section with a dropdown menu set to 'Date and time' and another empty dropdown menu. At the bottom are two buttons: 'Submit' and 'Clear'.

### **Maintaining Filing Agents**

Filing agent associations are maintained by the filer. Maintenance options include which agents are associated with a filer, what the access permissions are for each agent and whether the agent should receive notices for filing.

### **Creating and Maintaining an Attorney-Filing Agent Associations**

Attorney users may modify their filing agent accounts via the “More User Information” screen on the “Maintain Your ECF Account” utility. In the “Filing agents” section of this screen, any current filing agents associated with the account being edited are listed beside check boxes.

**ECF** Bankruptcy Adversary

More User Information for Emma Wilkinson

Login EWilkinson	Current login 09-29-2011 13:21
Registered Y	Create date 09/14/2004
Internet Payment Y	Update date 09/19/2011
Groups Attorney, E-Orders Attorney	Last login 09-26-2011 14:08

[See the Utilities menu for the "Change Your Password" option]

**Filing agents**

Uncheck the box to remove a filing agent.

☒ [Balonis, Sue](#) [PO Box, Germansville, PA 18053]

☒ [Stefano, Anna](#) [, PA]

Find filing agent

[Return to Account screen](#) [Clear](#)

To **associate** a filing agent, enter their last name in the “Find filing agent” box and click the magnifying glass. A panel will display listing all filing agents that matched your search. If the filing agent is not on the list, click the “Create a new filing agent” hyperlink at the bottom of the result list to create a new filing agent.

To **remove** a filing agent, uncheck the box next to their name. When the selections are saved, the association record between the filing agent and the filer is deactivated. Although the filing agent is no longer associated with the filer, the filing agent can be **re-associated** easily in the future by click on the “Agents previously removed from this account” link below the “Find filing agent” search box.

Any action to activate or deactivate a filing agent is recorded in the Transaction Log report.

### **Access Permissions**

Access permissions for filing agents are determined and maintained by the associated attorney. The filing agent cannot maintain his own access permissions.

On the “More User Information” screen of the “Maintain User Account” utility, each active filing agent name appears as a hyperlink. If clicked, it leads to a screen that allows the filing agent’s permissions for “Internet Payment” and “Groups” to be set. These fields do not appear on the filing agent’s “More User Information” screen.

A filing agent may make internet payments on behalf of the filer only if they are granted access through the “Internet Payment” selection list on the Filing Agent permissions screen.

### **Noticing**

When an agent becomes associated to a filer, the *Email Information* button on the filing agent’s “Maintain Your ECF Account” screen is disabled. By default, the filing agent does not receive notices for any docket events made by the filing agent. If an attorney would like to establish noticing for a filing agent, the attorney must modify his or her email information in their “Maintain Your ECF Account” utility to add the filing agent’s email address to the “additional addresses” section.

**CM/ECF Bankruptcy Release 4.2 Changes Coming 12/01/2011 - ALL USERS****Rule 3002.1 Changes**

On 12/01/2011, CM/ECF will be modified to allow a creditor to file the “Notice of Mortgage Payment Changes”, the “Notice of Postpetition Fees, Expenses and Charges” and the “Response to Notice of Final Cure Payment” required in new Rule 3002.1 to be filed as a supplement to the holder’s proof of claim. Several areas of CM/ECF are affected by this change, as described below.

**Claim Action Events**

There will be three new selections in the Bankruptcy Events, Claim Actions menu which allow the supplemental information to be filed. When docketed, these events appear in the History section of the Claims Register and no document number is assigned to them.

- A **“Notice of Mortgage Payment Changes”** event allows the claim holder to notify appropriate case participants when a change in payment amount occurs.
- A **“Notice of Postpetition Fees, Expenses and Charges”** event includes the claim holder’s record of fees incurred by the case that the holder asserts are recoverable against the debtor.
- A **“Response to Notice of Final Cure Payment”** allows the trustee or debtor to notify case participants that the debtor has completed all payments under the plan.

**Claims Register**

When any of the above events are docketed, they are displayed on the History section of the Claims Register for their associated claims.

Note: Because no document number is associated with the event, the word “doc” (rather than a document number) appears as a link to the document. The image below from the Claims Register highlights an entry that has no document number.

Creditor: (505014901) <a href="#">History</a> 04-44447 Plaza America Suite 333 Reston, VA 20191 <a href="#">Claimant History</a>		Claim No: 219 Original Filed Date: 06/15/2011 Original Entered Date: 02/02/2009 Last Amendment Filed: 08/29/2011 Last Amendment Entered: 08/29/2011
Amount claimed: \$0.00	Amount allowed: \$0.00	
Secured claimed: \$0.00	Secured allowed: \$0.00	
Priority claimed: \$0.00	Priority allowed: \$0.00	
History:		
<a href="#">doc</a>	08/11/2011 Notice of Mortgage Payment Change (Claim # 219,296,299) Filed by Realtor (Newton, Mary-Anne)	
<a href="#">Details</a>	<a href="#">219-4</a>	06/15/2011 Amended Claim #219 filed by Rupert Landscaping Svc., Amount claimed: \$
<a href="#">56910</a>		05/11/2009 Objection to Claim 258,259 by Claimant Filed by Ray, Jay Wa (Shaw, David)

These docket entries are not displayed on the Docket Report, so the Notice of Electronic Filing (“NEF”) information cannot be viewed through the application. Instead, the NEF information must be accessed through the email notice sent at the time of the filing.